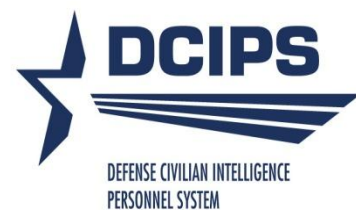




Army DCIPS

Year-End Steps-to-Success Checklist

Revised July 2015

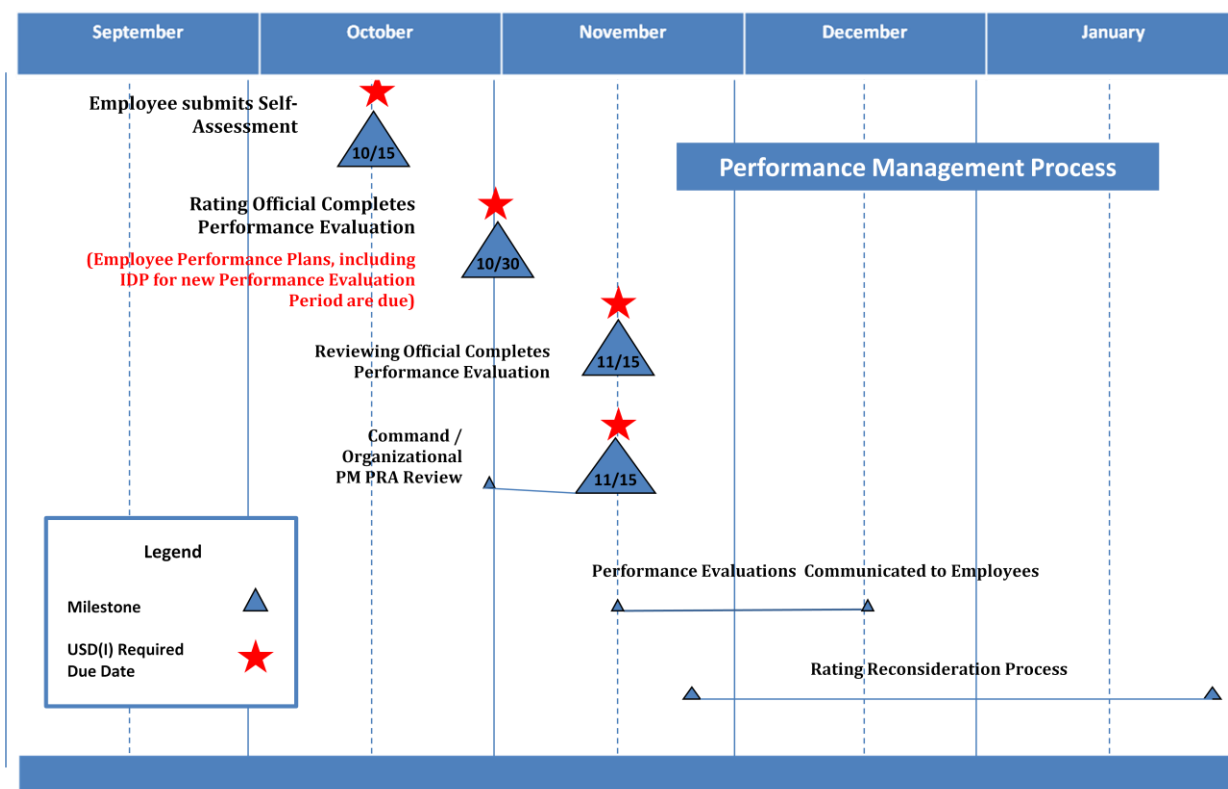




DCIPS Year-End Steps-to-Success Checklist

There are two distinctly separate processes to the year-end process – the Performance Management (PM) process and the Performance-Based Compensation (the convening of pay pools to determine performance-based bonuses and base-pay increase monetary awards) process.

Processes



Performance-Based Compensation calendar will be issued separately.



Phases

Each year-end process has five distinct phases: prepare, execute, review, verify and report.



The DCIPS Year-End Checklist is designed to assist you in tracking required actions during each of the different phases of the processes. Each phase is further broken down to three general categories: general, performance-management specific or performance-based compensation program specific actions. The checklists highlight each of these categories within each phase.

Refer to the *DCIPS Managing Pay Pool IDs In DCPDS*, the *Year-End Performance Evaluation Guide*, the *Performance-Based Bonus Program Technical Guide* or pertinent policies for more detailed information (<http://www.dami.army.pentagon.mil/site/dcips/LC-ER.aspx>).

Guidance pertinent to various portions of this checklist will be issued as processes used during the year are refined and confirmed.



Actions for Phase 1: Prepare

General Preparation

	Action	Reference (if applicable)	Timing
<input type="checkbox"/>	Identify Pay Pool Data Administrators (Command, Sub Command, Organizational Levels)		July
<input type="checkbox"/>	Complete appointment letters and non-disclosure agreements for Pay Pool Data Administrators		July
<input type="checkbox"/>	Ensure Pay Pool Data Administrators have appropriate systems access		July
<input type="checkbox"/>	Ensure Pay Pool Data Administrators complete self-paced online training, review of administrator guides, and participate in (Beginner or Refresher) Instructor-Led Web Training on CWB/DPAT		July-October
<input type="checkbox"/>	Determine Pay Pool Identifier (PPID) naming convention	DCIPS Managing Pay Pool IDs In DCPDS Guide	July
<input type="checkbox"/>	Create Pay Pool Identifiers (PPIDs)	DCIPS Managing Pay Pool IDs In DCPDS Guide	July

Performance Management Preparation

	Action	Reference (if applicable)	Timing
<input type="checkbox"/>	Validate Rating Hierarchy in DCPDS and PAA Tool		July
<input type="checkbox"/>	Ensure properly executed delegation of Command PM Performance Review Authority (PRA) IAW revised AP-V 2011, dated 29 June 2011, if responsibilities are to be performed by someone other than the Commander of the ACOM. DRU, ASCC, or the AASA.		July
<input type="checkbox"/>	Ensure Command PM PRA establish and appoint their respective PM PRA		July



	structure through appointment of Organizational PM PRA's, where appropriate		
<input type="checkbox"/>	Create/update Command/Organizational Level Performance Management (PM) Supplemental Guidance and/or PM Business Rules	DoDI 1400.25, Volume 2011 and DCIPS AP-V-2011	July
<input type="checkbox"/>	Verify that all employees have MyBiz access		September
<input type="checkbox"/>	Verify that all rating and reviewing officials have MyWorkplace accounts and can view all of their employees		September
<input type="checkbox"/>	Ensure trusted agent and guest rater accounts are established as required		September
<input type="checkbox"/>	Ensure employees have approved performance plans		No later than 30 June
<input type="checkbox"/>	Ensure any adjustments to objectives have been made, approved by the Reviewing Official and communicated to employee		No later than 30 June
<input type="checkbox"/>	Create Performance Management Structure (i.e. PM PRA) and notify employees as early as is practicable, but no later than 90 days before the end of the rating cycle		No later than 30 June
Performance-Based Compensation Program Preparation			
	Action	Reference (if applicable)	Timing
<input type="checkbox"/>	Create Pay Pool Structure Identify Pay Pool Data Administrators, Pay Pool Manager(s) and/or Pay Pool Panel Members and alternates		July
<input type="checkbox"/>	Assign Pay Pool Identifiers (PPIDs) to employees	Managing Pay Pool IDs Guide	July
<input type="checkbox"/>	Communicate Performance-Based Compensation/Pay Pool Information to Employees		September



<input type="checkbox"/>	Complete Annual Pay Pool Training (Pay Pool Managers(s) and/or Pay Pool Panel Members and alternates)	Army DCIPS Website/Data Administrator Website	July-September
<input type="checkbox"/>	Complete Annual CWB/DPAT Training (Pay Pool Data Administrators and alternates)	Email announcement by IPMO	October